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WEARE BOARD OF SELECTMEN
MEETING MINUTES
August 17, 2009

PRESENT: RICHARD W. BUTT, VICE CHAIRMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Neal Kurk, Sherry Burdick, Heleen Kurk, Jan Snyder

7:03 p.m. Vice Chairman Butt called the meeting to order.

PUBLIC PARTICIPATION – Ms. Sherry Burdick asked the Board what there is to discuss regarding the Town Administrator position because the candidate has already been decided. Vice Chairman Butt said there was an Article on the 2004 Warrant that stated they have to hold 2 public hearings before any multi year appointment. Ms. Burdick asked if the pay scale had been set. Vice Chairman Butt said yes, but the contract has not yet been signed by the Board.

Ms. Burdick commented they have not had anyone come forth for the 250th Celebration Committee. She said the Historical Society has started working on selling bulbs to beautify the town. They will start and do what they can. Ms. Burdick said this is a large project and they have lost too much time.

Selectman Donison said the Building Committee will not be making a presentation but there will be a discussion. He said they need additional volunteers to join the Building Committee.

Vice Chairman Butt moved, Selectman Donison seconded to enter into non public session @ 7:11 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Donison – yes; Selectman Lacasse – yes. Passed 3-0-0

Vice Chairman Butt moved, Selectman Lacasse seconded to come out of non public session @ 7:26 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Donison – yes; Selectman Lacasse – yes. Passed 3-0-0

Selectman Donison moved, Selectman Lacasse seconded to retract the offer for the position of Tax Collector to Janet Willings. Passed 3-0-0

Selectman Lacasse moved, Vice Chairman Butt seconded to make a conditional offer to Cathy Campbell for the position of Tax Collector. Passed 3-0-0

MANIFESTS

Vice Chairman Butt moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated August 20, 2009. Passed 3-0-0

Accounts payable	\$383,814.22	(Weare School \$350,000)
Gross Payrolls	<u>\$42,210.91</u>	(includes Spec. Detail, Taxes, Credit Union)
Total	\$426,025.13	

Selectman Donison said he is concerned with being able to make the end of the year on what is projected in the budget for Police overtime. He would like to have Chief Begin come before the Board to discuss a change in service to meet the budget. The Board will hold a discussion Monday, September 14th with Chief Begin.

Vice Chairman Butt opened the public hearing at 7:30 p.m.

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PUBLIC HEARING – For the purpose of hearing public testimony and comment on an employment agreement for the position of Town Administrator. Vice Chairman Butt said in 2004 there was an article placed on the warrant that stated they are required to hold two public hearings before entering into any multi year position. Vice Chairman Butt highlighted the following items on the Town Administrator contract. It is a three year contract with a base annual salary of \$60,000. Consideration will be given on an annual basis with an increase based on merit or on cost of living if granted. There is a \$6,000 annual education allowance for courses related to Town Administrator; to be reimbursed employee must receive C or better with the amount not exceed cost of course or textbooks and does include workshops from State of NH or LGC. The Town Administration will accrue benefits through date of termination and can receive all benefits offered to all employees per policy. Severance for any reason other than section 10 (felony) in a lump payment of 4 months of pay, eligible only after six months of employment as Town Administrator. Hours of work schedule will be consistent with regular operating hours of the town office and employees.

Mr. Neal Kurk asked if this contract provides for overtime. Vice Chairman Butt said no. Mr. Kurk asked about the TA taking a course and going over the 40 hours, will the TA still have to do required work. Vice Chairman Butt said it is their intent to get her to take courses leading towards Master's Town Administration, she would not have to make up her hours. Vice Chairman Butt said the salary/position of Town Administrator is project based, not necessarily based on 40 hours. He considers first six months as probationary and they will establish goals. The TA will accomplish specific tasks, manage employees and the building and any projects put forth from the BOS. He is more concerned with getting the projects done, not hours served. Mr. Kurk asked if the projects included preparing the budget at the direction of the BOS. Vice Chairman Butt said yes. Mr. Kurk asked if Mrs. Naomi Bolton has a degree. Vice Chairman Butt does not see what bearing it has on the contract. Mr. Kurk said wants the answer for compensation which should be based on education. Vice Chairman Butt said she does not have a degree. Mr. Kurk said he worked with Mrs. Bolton on the Planning Board and ZBA and said she is extremely competent, prepared, cooperative, takes the extra step, smart, a fast learner and has always done very well. He said he finds himself in an awkward position because he questions her experience as a TA and education. Mr. Kurk said the ad for the TA did not require any degree, therefore Mrs. Bolton meets the qualifications. He does not know why it did not include education.

Mr. Kurk said the position requires long term municipal projects and establishing budgets and she has no experience in managing town affairs at Town Administrator level but she will be receiving an annual salary of \$60,000 plus \$6,000 for education. Mr. Kurk said the town will be paying for her to get a degree that she should have to hold the position. Secondly, in respect to salary, according to 2008-2009 LGC numbers there are 3 towns in addition to Weare with populations such as Weare, Barrington's starting salary is \$43,483 with a top salary of \$64,700, Hampstead's starting is \$39,616 with a top salary of \$67,676 and Litchfield's starting salary is \$50,456 with a top salary of \$66,355. Mr. Kurk said the average salary is \$46,142, but we will be paying Mrs. Bolton approx 33% more than starting salaries of these towns. Mr. Kurk thinks this contract is too generous, paying more for this position than other towns are and more than her qualifications justify. He asked the Board to renegotiate the salary levels so they are more in line with other towns, this is a very significant increase from her current position, he expects some increase but not this much. Mr. Kurk respects Mrs. Bolton and knows she has the best interest of the Town of Weare in heart but he does question the compensation.

Vice Chairman Butt said Primex provided a lot of support to the Board in the process. He has a list of requested compensation by eight candidates and the minimum was \$60,000; they range from \$70,000-\$80,000. Vice Chairman Butt said based on the candidates they had he does not think they are out of line. He said as far as education experience, some TA's do not have degrees in other towns. Vice Chairman Butt is comfortable with \$60,000. He has faith in Mrs. Bolton in getting a degree and said the \$60,000 is likely to be \$60,000 for the next three years. For her to get additional compensation based on merits it has to get voted on by the town.

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Selectman Lacasse said the ad did not require public sector experience and the ad was crafted in such a way to take advantage of the current state of economy; they did not want to limit the experience to just public sector. Vice Chairman Butt said the process was objective, the ranking system that Primex came up with lead them to the two finalists. It was a fair process not skewed in any direction.

Selectman Donison said they placed the ad, received 68 applications, Primex guided them, narrowed it down to 20 applicants, held phone interviews and then narrowed it down to 4 and one dropped out. He said through the process they were very impressed with Mrs. Bolton.

Mr. Kurk said applicants can request a salary but the Board should counter offer and negotiate for final consideration and look at other towns and what other towns are making. Vice Chairman Butt said when candidates applied they indicated their salary request, the only person they negotiated with was Mrs. Bolton, but the minimum was \$60,000 from any candidate. Vice Chairman Butt said they have to look at the position, regardless who will hold the position, the compensation range is \$60,000-\$75,000. Mr. Kurk said Weare is leading the pack in Town Administrator salary and does not feel this is appropriate because Weare has a history of not passing budgets and holds lowest expenditure per student in the state. Vice Chairman Butt said in making comparison on past TA's he feels they are getting a good deal. Vice Chairman Butt said Mrs. Bolton will be a benefit to the town and he is comfortable with the education compensation.

Ms. Sherry Burdick said she worked in upper management her whole life and if someone was hired as a manager and they didn't have the experience they were hired at the low end of the scale. Commented on Bob Christensen holding the position and the pay he received. Ms. Burdick feels Mrs. Bolton is a hard worker and will do a great job but questions the entry salary of \$60,000. She feels in a couple of years that salary would be justifiable but not for a starting salary.

Vice Chairman Butt closed the public hearing at 7:55 p.m.

BUILDING COMMITTEE PRESENTATION – Selectman Donison said he and Selectman Lacasse are both appointees to the Building Committee and they have had difficulty holding quorums for the committee. They are looking for volunteers, they meet the 3rd Monday of the month at 5:30. The Building Committee has determined items that are critical, necessary and optional (meaning they don't fit into either category).

Stone Building \$5,000 for painting trim. Vice Chairman Butt said they authorized Mark Green and have a signed contract.

Clinton Grove \$10,000 for tin roof and painting exterior. Ms. Burdick said they are waiting for the ladder truck to look at the roof. Selectman Donison said they have a \$10,000 estimate for repairing wood and replacing tin roof. Ms. Burdick said someone told her \$25,000 to paint the building, because it needs scraping. Ms. Burdick said the roof is estimated at \$10,000, it is rotting and they will need to replace the roof on the bell tower and copula, the main building roof was replaced 10 years ago. Vice Chairman Butt said the exterior of the building was painted 5-6 years ago and asked if there is a problem with the building. Ms. Burdick said the building was never primed. The contract stated the building would be primed, scraped and have two coats of finish. She said it was below 32 degrees when they were putting the final coat on. Ms. Burdick said the Historical Society replaced the windows. Vice Chairman Butt said the building is basically storage and he walked through it to see the damage; he asked what the Historical Society's plan is for the building. Ms. Burdick said they would like to open it to the public as a museum. Selectman Lacasse said he heard about summer programs for the arts. She said they did discuss looking into a learning center during temperate months, so not to have a heating bill. She said it will cost hundreds of thousands to bring the building back and she has looked into matching grants.

Town Hall \$5,000 to repair doors. Vice Chairman Butt said the new door estimate was \$30,000 and repairs would be \$5,000. It was discussed the bottoms on the doors are rotted. Ms. Burdick said they really should be looking at mahogany doors that will hold up and not repairing with pine. Vice Chairman Butt said the repairing of the doors will hold them off until the time when funds are there to allow replacing the doors. Ms. Burdick said she needs to know what direction to go; she does not want to go through all the work and not have the

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Board replace the doors. Vice Chairman Butt feels they should look at replacing the doors and take advantage of the current economy. Ms. Burdick said the doors need to meet state codes. Selectman Donison asked about someone in town duplicating the doors. Vice Chairman Butt asked what the Board can do to help gather the information. Ms. Burdick said she does not know of anyone locally. Vice Chairman Butt asked Mrs. Bolton to gather some information and look for someone locally. Selectman Lacasse asked about restoration and the possibility of finding doors off another building. Vice Chairman Butt said they need to find out if there is someone reputable to repair the doors. Selectman Donison asked if the committee is the driver to get the prices from 3 contractors. Vice Chairman Butt said they should take the burden away from the committee and ask an employee to do the work. Selectman Donison said they can provide guidance and specifications. Mrs. Heleen Kurk asked if the doors will be the same as what is there now or go back to what was there historically. Ms. Burdick said she thinks the current doors were put on in 1965 and she has images of the original doors that were single doors and would meet code. Selectman Lacasse said if he could get an image of the historic doors he would be willing to contact salvage yards to see if he can find any matches.

Library \$3,500 to paint and repair exterior windows. Vice Chairman Butt said they have an estimate from Chris Hague for \$11,000 which included windows on the Paige portion of the Library and masonry work. Vice Chairman Butt would like to have Chris Hague come before them with a presentation. Ms. Burdick would like the quotes for the Building Committee to review. Vice Chairman Butt said Chris Hague has the quotes. Selectman Donison said the Building Committee can meet soon to review the quotes. Selectman Donison will contact Chris Hague and will set up a meeting with George Malette for next Monday.

Horse Shed. The plan was to have town employees do some grading and put in some materials to level the area and \$5,000 to repair some sills and posts and \$2,000 to repaint and repair siding with some labor to be provided by the prisoners. Selectman Lacasse said when something is critical it means they have to do repairs to keep them from getting worse. Selectman Donison said the grading work could be done now, \$1,000 for material. Ms. Burdick said to contact Carl Knapp because he has boards that came from the Town Forest and they would be free. Selectman Donison said the first thing would be to have Public Works level out the grade. Ms. Burdick said they might all want to work it together.

Gazebo \$8,000. It was discussed the mulch is to close to the wood. Repair lights and repair roof \$4,000. Selectman Donison said the Weare Christian Church would like to volunteer their services if the town would cover the cost of the materials; they have a number of knowledgeable contractors. Selectman Donison does not know the cost of the materials. The wood is starting to rot and they need to move some of the shrubs around. Selectman Donison said the Committee can work with members of the Church and get an estimate for the materials. Ms. Burdick thinks the Historical Society has approximately \$200 to put into the gazebo. Mrs. Kurk said they might want to connect with the Garden Club who did the planting and she mentioned the gazebo needs to be leveled. Selectman Donison said the church group has a licensed electrician willing to repair the lighting.

Safety Complex \$7,000. Selectman Donison they need to determine what needs to be done and if they need to build small roofs over two of the entrances.

Town Office Building \$5,500. Selectman Donison said they need to repaint the ramp, repair and install curb stops and repaint the front door. Mrs. Bolton said she spoke with Don Burke and Tony Sawyer about having prisoners do the work. She would like to schedule the sanding, priming, repair the ballisters and painting on a Thursday and utilize the rear entrance.

Vice Chairman Butt asked about the Fire Marshall report. Mrs. Bolton said she has an estimate for \$22,500 for the sprinkler system; depending on how much water they have they might have to install a tank. She spoke with Chip Meany and there are a lot of other things they need to have done but installing sprinklers might eliminate a lot from the list. Vice Chairman Butt asked Mrs. Bolton to review the files because there was supposed to be a letter written to the Fire Marshall from the past TA. Selectman Lacasse said he thinks they should write a letter

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stating this is what has been done since your last report; just list what they have done to improve the safety of the building. Vice Chairman Butt wants to see a list of what has been accomplished. Mrs. Bolton will have the list together for next week.

Building for Department of Public Works \$1.2 million. In June they took a tour and reviewed the situation and discussed whether they would repair or replace the building. They discussed going to the town to vote on a new building because there would be a tremendous amount of work to be done to repair the current building. Vice Chairman Butt asked if the Building Committee was going to work with the Public Works Department to provide information for the warrant. Ms. Burdick said they would like to have the newspaper involved to report on the condition. Vice Chairman Butt would like outreach with other committees and groups to spread the need. Vice Chairman Butt said the numbers given to them tonight totals \$62,000 which would leave \$110,000 in the Government Building and Maintenance Fund.

Selectman Donison mentioned the chimney caps for the Stone Building \$4,000, storm windows for Clinton Grove \$6,000, and painting ramp at Town Hall \$2,500.

It was discussed the total in the Government Building and Maintenance Fund is \$162,676.

Vice Chairman Butt asked what they anticipate for usage of the fund for next year. Selectman Lacasse said after completing the critical and necessary list they will move on to the optional list. Vice Chairman Butt said the point of this fund was to take care of major issues, not maintenance. Selectman Donison thinks it will take time to complete the list. Vice Chairman Butt said they need to determine if they need to ask the voters for additional funds to replenish the fund or just leave it at \$95,000. Selectman Donison said they have to look at what they spend. Vice Chairman Butt said there are other options for funding.

Ms. Burdick mentioned the \$50,000 left to the Town Hall and Clinton Grove. She is trying to get a grant, they could apply because they would have the funds, therefore save it so they can get a matching grant. Vice Chairman Butt said he has been hearing that for 2 years. The money is available and the more they draw down on the Government Building and Maintenance Fund then they have to ask the taxpayers to replenish.

250TH ANNIVERSARY CELEBRATION BOARD DISCUSSION – Vice Chairman Butt said a group came before the Board a number of months ago and at that time they placed a request for volunteers on the website and channel 6 and only 1 additional person applied. He looked online to see groups that had 250th celebrations and instead of coming up with a full blown committee, maybe they need to come up with a 5 member steering committee who would define the process and be appointed by the BOS. Those 5 people can be divided into groups for fundraising, advertising, events and generate ideas for the actual celebration. Vice Chairman Butt wants the discussion put on the agenda for when they have full Board attendance. Vice Chairman Butt said he asked Mrs. Bolton to look at the RSA to establish a fund for donations. It will need to be placed on the warrant to open the fund. Vice Chairman Butt said if they keep it to 5 people and get some publicity it may be beneficial.

ADJOURNMENT at 9:00 p.m.

A True Record.

Cherry Palmisano, Recording Secretary